

## CREATING THE FORM (Test or Quiz)

(1) Go to [Google Docs](#). If you don't have a google account, you'll have to set one up, but if you already use GMail or GReader or any of the other apps, you just need to log in.

(2) In the upper-left corner, open the *Create new* drop-down menu and select *Form*.

(3) You should now have a blank form. This will be your quiz. Give it a name where it says *Untitled form* and any additional text that will help your students (your name, class name, instructions, or whatever) in the box beneath it.

(4) Open the selection box for *Question Type* and select *text*. Next to *Question Title*, type "Name:" and check the box that says *Make this a required question*. (You might want to add a question for class period or ID number, too. Also, add one for email address.)

(5) At the top-left of the page, click *Add question* and select *Multiple choice* to create the first test question. (You can choose others types of questions, too, of course. I often had a few open-ended paragraph response questions, but these require old-fashioned review and grading.)

Question Types:

- \* Text (short answer)
- \* Paratext (Don't use)
- \* Multiple Choice (as many choices as you wish)
- \* Checkboxes (more than one correct answer)
- \* Choose from a list (drop down menu of choices)
- \* Scale (Don't use)
- \* Grid (Don't use)

(6) Type your question in the box next to *Question Title*. I recommend **numbering it** there, too. For example: "1) What is 5+5?" Add some *Help Text* if you want to (it'll appear smaller and lighter beneath the question).

(7) Type the first possible response to the question in the *Option 1* box. Click *add 'Other,' press Return* to add additional options, or click in the "ghosted" second option to make it appear, and do the same thing again to add as many choices as you want. Be sure to include the correct answer as one and only one option!

(8) At the top-left of the page, click *Add question* to create the next question. Repeat steps (6) and (7).

(9) Repeat step (8) to make all the questions you want. If you want to change one you've already made, hover the mouse over it so that the pencil icon appears to the right, and click on that icon. You can also drag questions up and down to rearrange their order.

(10) When you're finished, click *Done* on the active question, and click *save* on the top-right. If you click on *More actions* and *Edit confirmation*, you can edit the message that is

displayed after the completed quiz is submitted. (Or you can leave it with the default message.)

(11) You can jazz up your test by adding a theme to it. Click on *Theme* in the top left corner. You have 97 to choose from. Click *save* on the top right.

(12) Before any students take the quiz, take it yourself. First, email it to yourself. Click on *Email this form* in the top right corner. Fill in your email address and uncheck the box beside *Include form in email*. Hit *send*. Open your email and click on the link. Enter “ANSWER KEY” (or whatever you like) as your name and all the right answers. Click *Submit*. [This is a good way to find typos, also!]